



Work-Based Learning (WBL) Leadership Council Description & Application

The division of college, career and technical education (CCTE) is currently seeking certified WBL coordinators, CTE directors, principals, and/or school counselors to serve on the **Work-Based Learning (WBL) Leadership Council**. This council serves as an advisory and facilitative body in support of the Tennessee's redesigned WBL model.

The WBL Leadership Council will be composed of representatives from each [CORE region](#). Individuals serving on this council must commit to a one-year term and have experience in supervising or facilitating WBL student placements. If selected to serve on the council, members will be compensated up to \$3,500 per-year stipend (\$4,500 per-year for regional lead council members) contingent on full participation throughout the one-year term.

Regional leads will be selected from each CORE region to provide additional leadership and coordination of professional development activities within his/her team. In addition to serving on the WBL Leadership Council, the regional lead member will have an additional focus on strengthening WBL practices in districts across the region. The regional lead members will earn an additional stipend upon completion of these responsibilities. WBL leadership council members who would like to be considered for a regional lead position may be asked to participate in an additional phone interview.

For consideration, please complete the [survey portion](#) of the application and compose a letter of intent. Send your signed letter of intent via email to Mikki.Hornstein@tn.gov by **April 18, 2017 at 4 p.m. CST**.

Applicants will be notified of their advancements to the next round of phone interviews, by April 20, 2017.

Responsibilities of WBL Leadership Council Members

- Commit to serve one-year term as a peer-leader and advisor
- Participate in a full-day of leadership council training during the Institute for CTE Educators in July 2017, and up to two additional trainings to master training content
- Assist in the development of content/activities for PLC meetings and other WBL professional development to promote rigorous WBL programs
- Provide strong coaching to WBL coordinators in order to ensure mastery of PD content by promoting quality artifact development and giving strong feedback for continuous improvement
- Support your regional WBL Leadership Council team by participating in preparation calls and planning discussions for effective content delivery and debriefing PD sessions for continuous improvement
- Identify and elevate promising practices that emerge during PLC meetings to share and promote successful practices
- Deliver two annual two-day WBL certification trainings, generally in early spring and early fall
- Prepare for effective training sessions by mastering training content and practicing effective delivery at preparation meetings with other WBL Leadership Council members
- Advise the state on the ongoing development of WBL through quarterly WBL Leadership Council conference calls/meetings
- Facilitate a WBL session at one of the following: Institute for CTE Educators, LEAD conference, or PIE conference
- Draw from personal supervisory experience overseeing WBL placements as a WBL coordinator, principal, school counselor, and/or CTE director with CTE or general education background to improve WBL in Tennessee



Additional Responsibilities of Regional Lead Members

- Provide facilitation coaching and feedback to regional team members to promote and improve delivery of effective professional development
- Prepare regional team for PLC meetings via phone, email, or in-person to clarify meeting responsibilities, establish “look-fors” and checks for understanding, and discuss effective facilitation techniques
- Debrief PLC meetings with regional team members to capture common themes, challenges, and promising practices and send PLC debrief summary to WBL program manager
- Identify challenges with WBL implementation and work with the WBL program manager to match areas of need with areas of strength to improve overall vitality of WBL programs across the region
- Coordinate and/or delegate logistical responsibilities to ensure effective PD by tracking and reporting on attendance and artifacts, serving as the main contact for PLC guest speakers, and providing assistance in reserving PLC and training space, as needed
- Serve as a regional advocate for quality WBL to promote effective practices to district administrators and industry partners as appropriate

Criteria for Letter of Intent:

Please address the following questions in 500 words or less:

1. Why do you want to be a member of the WBL Leadership Council (and/or serve as a regional lead member)?
2. What are the biggest challenges facing WBL and how would you address them as a member of the council?
3. What you hope to accomplish upon completion of your term as a member of the WBL Leadership Council?

Application Timeline:

- Complete the [survey portion](#) of the application by **Apr. 18 at 4 p.m. CST**
- Send your signed letter of intent via email to Mikki.Hornstein@tn.gov by **Apr. 18 at 4 p.m. CST**
- Applicants will be notified of their advancements to the next round of phone interviews, by Apr. 20
- WBL Leadership Council members will be selected and notified by May 3
- Contracts will run from July 1, 2017 to July 31, 2018

For more information, please contact Mikki.Hornstein@tn.gov.